# NEW JERSEY DEPARTMENT OF EDUCATION

# SPECIAL EDUCATION SUBMISSION

# STUDENT DATA HANDBOOK

## VERSION 4.1

State of New Jersey
Department of Education

100 River View Executive Plaza
P.O. Box 500
Trenton, New Jersey 08652

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The New Jersey Department of Education is pleased to publish the *2015 Special Education Submission Student Data Handbook v4.0*. Because quality information requires student data elements that are uniform, consistent and easy to understand, this reference guide defines and maintains a set of standards for educational data. The *Special Education Submission Student Data Handbook* is intended to support the October 15th NJ SMART data submission, which reports on 1) students classified as eligible for special education and related services; as well as 2) students who have been referred for a special education evaluation during the previous school year, whether or not they were determined eligible for special education. Students served by Part C who were referred to Part B for evaluation are included in this submission set.

Several of the student data elements required for the October 15th snapshot data submission are consistent with the SID Management data set requirements for NJ SMART. This supports the linking of student data across time and submissions, and also ensures accurate validation of Statewide Student Identifiers (SIDs).

# Revision History

| Date | Version | Comment |
|---|---|---|
| July 27, 2015 | 4.1 | Reporting dates updated for 2015-2016 School Year. |
| June 23, 2014 | 4.0 | Reporting dates updated for 2014-2015 School Year. Clarification added to Initial Process Delay Reason. |
| February 10, 2014 | 3.9 | Clarification to Special Education Classification and SID Management cross validation |
| July 9, 2013 | 3.8 | Dates have been updated for the 2013-2014 school year. |
| January 15, 2013 | 3.7 | Clarification provided for Special Education Placement of 1st grade students that are 5 years of age. |
| September 12, 2012 | 3.6 | Clarification provided on dates in the IEP sequence of events. |
| August 13, 2012 | 3.5 | Reporting dates updated for 2012-2013 School Year. |
| June 7,2012 | 3.5 | Additional clarification for Re-Evaluation Date Element and transfer students. Additional note added for Special Education Classification. |
| May 24, 2012 | 3.4 | Proofing revisions made. |
| April 13, 2012 | 3.4 | Common Errors and Resolutions added to each section. Added an additional note to Reevaluation Date element. |
| April 3, 2012 | 3.3 | Added additional notes for multiple data elements, added revision table. Proofed for revisions. |

# Table of Contents

# Executive Summary

Accurate, consistent and timely information is necessary to make informed decisions about the performance of New Jersey's school system.  The *2015 Special Education Submission Student Data Handbook* was developed to assist school districts in providing education information to the New Jersey Department of Education (NJDOE) in a standardized format to comply with state and federal requirements.  For education information to be used effectively, it needs to be identified and captured as a fundamental *data element* or a specific bit of data that can be defined and measured.  This *Special Education Submission Student Data Handbook (Handbook)* provides the definition and syntax for these data elements. The standards outlined in the *Handbook* will help produce a consistent body of information upon which all stakeholders can draw.

NJ Standards Measurement and Resource for Teaching (NJ SMART) was developed for three primary reasons.  First, New Jersey's public education system must become more evidence-based where progress toward instructional goals are measured, and where the effectiveness and efficiency of educational programs are monitored.  To achieve this goal, education data must be collected, managed and reported in a fashion that is more useful, accurate, consistent and timely. Second, major regulatory changes, such as the federal *No Child Left Behind Act* (NCLB) and the *Individuals with Disabilities Education Act* (IDEA), are compelling Local Education Agencies (LEAs) and State Education Agencies (SEAs) to collect greater quantities of data to meet increasingly intensive reporting requirements.  The NJDOE hopes to ease this burden over time by maintaining information in a more powerful and flexible way.  Third, the NJDOE is committed to becoming more service-oriented to LEAs and the public.  By providing better information to LEAs and other stakeholders, and by simplifying the burdensome data reports to the state, the NJDOE hopes to increase administrative efficiency through the use of technology.

# Data Elements and Definitions

This *Special Education Submission Student Data Handbook* includes data elements that are currently collected and maintained by schools, districts, and the NJDOE.  Not all data elements are relevant to each student (e.g., a student who has not been determined eligible for special services will not have an Initial IEP Meeting Date).  It is important to understand how each definition is implemented.  In those situations where the implementation of a definition is not clear it should be reported to NJ SMART so that a collaborative resolution can be reached.

The following information is provided for each data element in the *Special Education Student Data Handbook*:

| | |
|---|---|
| Name of Data Element | The data element name used within the NJ SMART system. |
| NJ DOE Number | The numerical identification of the data element, which will remain in effect over time regardless of data elements retired or added. |
| Definition of Data Element |  A brief description of the data element. |
| Functional, Policy or Legal Description | The rationale for collecting the data element, and how the data element will be used.  Other policy and legal implications for its collection. |
| Is This Data Element Required? | Indication of whether the data element is required for file submission. |
| Acceptable Values | Indication of the data type, minimum and maximum number of characters permitted, and lists values and ranges accepted for each element. |
| Validation Checks | Specific data validation that will occur with respect to each data element. |
| Additional Notes | Additional relevant notes about the data element. |

# Privacy and Security

Privacy of student records is required by the *Family Educational Rights and Privacy Act (FERPA). FERPA* requires state and local education agencies to protect the privacy of education records that contain "information directly related to a student" and which are maintained by an educational agency or institution. Education data stored in NJ SMART qualify as education records within the limits of *FERPA*. Absent written consent from the parent or student, or a valid court order, *FERPA* prohibits the release of education records to anyone other than local school officials, or federal and state education agencies with legitimate educational interests for the information.

NJDOE takes privacy and security concerns extremely seriously. To ensure confidentiality of student records, NJ SMART is designed with the following features: First, an audit trail of all logins, changes and logouts are recorded for all registered and authorized users. The audit trail allows for early notification of potential security breaches. It also encourages legal and appropriate use of student information since all activities on NJ SMART are monitored. Persons who illegally access or download information will be prosecuted to the fullest extent of the law. Second, information in NJ SMART is segmented or compartmentalized with security rights set up by the district so that only registered and authorized users have access to information where they have a legitimate educational interest.

# LocalIdentificationNumber (LID)

**Definition of Data Element**

A number assigned and maintained by the local school district that is unique for each student in the district and is consistently used by the district across all of its data systems.

**Functional, Policy or Legal Description**

A local student identifier is assigned by the district and used to track students within a district over time and to keep student information secure and confidential. Districts must assign the Local Identification Number for each student in order to receive a State Identification Number (SID).  This provides an additional matching field and an efficient way for NJ DOE to provide SIDs to districts.  This data element is used to verify the unique identification of the student.

**Is this Data Element Required?**

Field is mandatory for all students.

**Acceptable Values**

**Type:**  Alphanumeric
**Minimum Length:**  1
**Maximum Length:**  20

**Validation Checks**

- Error will occur if multiple students within the district with the same LID are reported.
- Error will occur if field is left blank.

**Additional Notes**

- Type and length can vary based on a series of numbers and letters used by a school district.  A student's LID must be unique throughout the student's enrollment in the district.  For school districts without a LID, a LID scheme must be created and assigned for all students so that DOE can uniquely identify all students in a particular district.
- For a LID that includes leading zeros, be sure when extracting and storing the data for transmission that the zeros are maintained.  This is accomplished by creating the field as an alphanumeric data element.
- It is important that for confidentiality purposes, the local identification numbers do not contain any embedded meaning linked to student-specific information.

**Common Errors**

**Error Message:** Student with the same LID exists in the LEA.
**Resolution:**  Determine which student record should have that LID number.  For the student with the incorrect LID, do a partial file upload with the correct LID number and it will overwrite the previous LID number.

**Definition of Data Element**

A unique number assigned and maintained by the New Jersey Department of Education that is unique for each student over time and across districts.

**Functional, Policy or Legal Description**

In order to track students within and across districts over time, NJ DOE will assign a unique 10-digit number to all students enrolled in New Jersey public schools. After the initial assignment of identification numbers, districts will be required to verify or obtain an identification number whenever a new student enrolls in the district.

SID will be a new number assigned by NJ SMART. The initial batch assignment of the SID occurred in March 2007. After initial assignment, districts must use the SID on all student-level data submitted to the New Jersey Department of Education and annually resolve all duplicate students within the district prior to the beginning of the school year.

**Is this Data Element Required?**

Field is mandatory for all students.

**Acceptable Values**

**Type:** Numeric
**Minimum Length:** 10
**Maximum Length:** 10

**Validation Checks**

- SIDs must be valid 10-digit state identification numbers as issued by NJ SMART.

**Additional Notes**

- All submission files must include SIDs for students who have had SIDs issued.
- To obtain a SID number, leave this field blank in SID Management. When submitted, a new unique SID will be generated and issued for this student.

**Common Errors**

**Error Message:** Combination of Local ID, State ID, First Name, Last Name, and Date of Birth does not match data submitted during **SID Management or State Submission. (Error will note if issue is in SID or State Submission)**
**Resolution:** To resolve this error, click on the SID Snapshot records page in SID Management or the All Student Records page in the State Submission. Compare the values of all five fields (LID, SID, First Name, Last Name, and Date of Birth) in the record against the fields in Special Education Submission. All five fields in Special Education Submission must match exactly to the SID Snapshot Records page or All Student Records page o the State Submission. Make the necessary changes to SID Management/State Submission or the Special Education Submission, select Edit on the student's record, and insert the correct data in the corresponding field, then select Update. If the data is misreported in the SID Snapshot Records, the record will still appear in error for other submissions until the next snapshot even after it is edited in SID Management.

**Error Message:** Student is not active in district.
**Resolution:** Verify whether the student should be inactive in your district and if they are properly reported in SID Management with a status of I. If the student is no longer active in your district, remove the student from State Submission via a full file upload that excludes the student. Then, remove the student from the Special Education Submission with the same method.
If this is an active student, complete a partial file upload onto SID Management with the record's **Status** changed from I to A, the **Exit Withdrawal Codes** removed, and the **Exit Dates** erased. You will only be able to change the student's status in SID Management during the Special Education LDM period or prior to the October SID Management Snapshot.

# FirstName

| **Definition of Data Element** |
| --- |

A name given to an individual at birth, baptism, or during another naming ceremony, or through legal change.  This data element must correspond to the child's birth certificate or other legal documentation.

| **Functional, Policy or Legal Description** |
| --- |

This data element is used to verify the unique identification of the student.

| **Is this Data Element Required?** |
| --- |

Field is mandatory for all students.

| **Acceptable Values** |
| --- |

**Type:** Alpha
**Minimum Length:** 1
**Maximum Length:** 30

| **Validation Checks** |
| --- |

- Periods are not accepted in the FirstName field.  Other special characters such as apostrophes and hyphen are accepted.
- An error will occur if field is left blank.

| **Additional Notes** |
| --- |

- No nicknames or abbreviated names should be reported.
- First name and last name must be reported as separate fields.

| Common Errors |
| --- |

**Error Message:** Field contains an invalid character or exceeds 30 characters.

**Resolution:**  This field cannot have more than 30 characters and periods are not accepted.  If the student's name has more than 30 characters or periods in the FirstName field, click Edit on the student's record page. From the s make the necessary changes in the FirstName field, and then select Update.

# LastName

## Definition of Data Element

The name borne in common by members of a family.  This data element must correspond to the child's birth certificate or other legal documentation.

## Functional, Policy or Legal Description

This data element is used to verify the unique identification of the student.

## Is this Data Element Required?

Field is mandatory for all students.

## Acceptable Values

**Type:**  Alpha
**Minimum Length:**  1
**Maximum Length:**  50

## Validation Checks

- Periods are not accepted in the LastName field. Other special characters such as apostrophes and hyphens are accepted.
- An error will occur if field is left blank.

## Additional Notes

- First name and last name must be reported as separate fields.
- Students with multiple last names should include multiple last names in this field.  Hyphens are acceptable if they are part of the student's legal name; place both last names in this field.  Example:  Jenny R. Smith-Jones would be last name = "Smith-Jones" while John F. Davis Smyth would be last name = "Davis Smyth".  First name and last name must be reported as separate fields.

## Common Errors

**Error Message:** Field contains an invalid character or exceeds 50 characters.

**Resolution:**  This field also cannot have more than 50 characters and periods are not accepted.  If the student's name has more than 50 characters or periods in the LastName field, select Edit on the student's record page and make the necessary changes in the LastName field. Select Update when complete.

**Definition of Data Element**

The year, month and day on which an individual was born.  This data element must correspond to the child's birth certificate or other legal documentation.

**Functional, Policy or Legal Description**

This data element is used to verify the unique identification of the student.

**Is this Data Element Required?**

Field is mandatory for all students.

**Acceptable Values**

**Type:**  Alpha
**Minimum Length:**  8
**Maximum Length:**  8

**Validation Checks**

- Error will occur if format does not include a four digit year followed by a zero-filled two position month, followed by a zero-filled two position day (i.e. 20010128).
- Error will occur if data element falls outside of reasonable parameters (i.e. date occurs in future, date ages student outside legal limits of education system).

**Additional Notes**

- Date must be in YYYYMMDD format.  Do not include any separators such as "/" or "-".

Common Errors

**Error Message:**  Date cannot be in the future.
**Resolution:**  This must be a valid date of birth, not a date in the future.  Check to make sure the dates are correct, and there are no typos in the date format.  To modify the date, select Edit on the student's record page, correct the date in the DateOfBirth field, then select Update.

**Error Message:**  Date must be a valid value.
**Resolution:**  The date of birth value must be in YYYYMMDD format.  To modify the format, select Edit on the student's record page, make the necessary changes in the DateOfBirth field, then select Update.

**Error Message:**  Student age is outside of reasonable parameters.
**Resolution:**   The date of birth must be a valid date within reasonable parameters.  Check the date of birth to make sure it matches the age of the student.  A student cannot be older than 99 and cannot be younger than 2 years of age.  To modify the date, select Edit on the student's record page, make the necessary changes in the DateOfBirth field, then select Update.

**Error Message:** Field must be a valid date in YYYYMMDD format.
**Resolution:**  Check to make sure no separators are entered in this field, such as "/" or "-".  Make sure the values in the field are in the correct date format.  To modify the date, select Edit on the student's record page, make the necessary changes in the DateOfBirth field, then select Update.

**Definition of Data Element**

The date on which a New Jersey school district receives the written request for a child study team evaluation of a student.

**Functional, Policy or Legal Description**

NJ DOE, Office of Special Education Programs, IDEA Part B

**Is this Data Element Required?**

Field is mandatory for all students who have been referred for special education services after June 30, 2014.

**Acceptable Values**

**Type:** Date
**Minimum Length:** 8
**Maximum Length:** 8

**Validation Checks**

- An error will occur if ReferralDate is a date after the snapshot date.
- An error will occur if ReferralDate is NULL, or empty, when EligibilityDeterminationDate is after June 30, 2014.
- An error will occur if the required dates do not follow the sequence specified below:
  Date of Birth + 2 years ≤ **Referral Date** ≤ Parental Consent To Evaluate Date < Eligibility Determination Date ≤ Initial IEP Meeting Date ≤ Parental Consent to Implement Initial IEP < Annual IEP Review Meeting Date

**Additional Notes**

- If a student has been referred for Speech only services and determination is made that the student is eligible for other services, a new Referral Date and Eligibility Determination Date should take place.
- Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".
- Students referred but not evaluated should be reported with just a referral date; all other fields are left blank.

**Common Errors**

**Error Message:** Date of Birth + 2 years ≤ **Referral Date** ≤ Parental Consent To Evaluate Date < Eligibility Determination Date ≤ Initial IEP Meeting Date ≤ Parental Consent to Implement Initial IEP < Annual IEP Review Meeting Date
**Resolution:** The Referral Date must be the same or a later date than the student's Date of Birth + 2 years. The Referral Date must also be the same or an earlier date than the Parental Consent to Evaluate Date. Check the dates of the fields listed in the error message and make sure they are in the correct sequence. To modify a date, select Edit on the student's record page, make the necessary changes in the corresponding field, then select Update.

**Error Message:** Field cannot be blank if Eligibility Determination Date is after June 30, 2014.
**Resolution:** If any student has an eligibility determination date after June 30, 2014, this field becomes mandatory and a referral date must be entered. To add a valid date select Edit on the student's record, insert the referral date that comes before the eligibility determination date, then select Update.

**Error Message:** Date cannot occur before Date Of Birth or after Snapshot Date.
**Resolution:** The referral date cannot be before a birth of a student, or after the most recent snapshot date. Any students added after the snapshot date will remain in error, and district will have to release the Special Education Submission with errors. If students were reported by accident after the snapshot date, remove them from your Special Education Submission by completing a full file upload to the Special Education Submission with that student's record excluded from the file.

**Error Message:** Special Education students must have a Referral Date, Eligibility Determination Date, or Reevaluation Date.

**Resolution:**  In order for a student to be submitted to the Special Education Submission, a student must have a value in the ReferralDate, EligibilityDeterminationDate or a ReevaluationDate field.  Check with your district as to when this student was referred or determined eligible to receive services.  To add a valid date, select Edit on the student's record, insert in the date into the ReferralDate field, then select Update.

# ParentalConsentToEvaluateDate

| Definition of Data Element |
|---|

The date on which the parent provides **written** consent for an **initial** evaluation to determine eligibility for special education and related services or eligibility for speech-language services.

| Functional, Policy or Legal Description |
|---|

NJ DOE, Office of Special Education Programs, IDEA Part B

| Is this Data Element Required? |
|---|

Field is mandatory for all students who have an Eligibility Determination Date after June 30, 2014.

| Acceptable Values |
|---|

**Type:** Date
**Minimum Length:** 8
**Maximum Length:** 8

| Validation Checks |
|---|

- An error will occur, if ParentalConsentToEvaluateDate is NULL, or blank, when EligibilityDeterminationDate is after June 30, 2014.
- An error will occur if the required dates do not follow the sequence specified below:
  Date of Birth + 2 years ≤ Referral Date ≤ **Parental Consent To Evaluate Date** < Eligibility Determination Date ≤ Initial IEP Meeting Date ≤ Parental Consent to Implement Initial IEP < Annual IEP Review Meeting Date

| Additional Notes |
|---|

- Date must be in YYYYMMDD format.  Do not include any separators such as "/" or "-".
- Instances where parents have requested evaluation by a third party still require the ParentalConsentToEvaluateDate to be filled in.

**Error Message:** Date of Birth + 2 years ≤ Referral Date ≤ **Parental Consent To Evaluate Date** < Eligibility Determination Date ≤ Initial IEP Meeting Date ≤ Parental Consent to Implement Initial IEP < Annual IEP Review Meeting Date

**Resolution:** The Parental Consent to Evaluate Date must be the same or a later date than the Referral Date. Parental Consent to Evaluate Date must also be an earlier date than the Eligibility Determination Date. Check the dates of the fields listed in the error message and make sure they are in the correct sequence. To modify a date, select Edit on the student's record page, make the necessary changes in the corresponding field, then select Update.

**Error Message:** Date cannot occur after the snapshot date.

**Resolution:** The value in ParentalConsentToEvaluateDate must come before the snapshot date. Any student that has a ParentalConsentToEvaluateDate after the snapshot date should not include the date in the Special Education Submission or an error will occur. To remove or update the date in the ParentalConsentToEvaluateDate field, select Edit on the student's record page, make the necessary change in the ParentalConsentToEvaluateDate field, then select Update.

**Error Message:** Field must be a valid date in YYYYMMDD format.

**Resolution:** Check to make sure no separators are entered in this field, such as "/" or "-". Make sure the values in the field are in the correct date format. If the format is incorrect, select Edit on the student's record page, make the necessary changes to the ParentalConsentToEvaluateDate field, then select Update.

**Error Message:** Field cannot be blank if Eligibility Determination Date is after June 30, 2014.

**Resolution:** If any student has an EligibilityDeterminationDate after June 30, 2014, this field becomes mandatory and the ParentalConsentToEvaluateDate must have a date. The parental consent to evaluate date must come before the eligibility determination date. To add a date, select Edit on the student's record, type in the parental consent to evaluate date that comes before the eligibility determination date in the corresponding field, and then select Update.

**Error Message:** Field cannot be blank if Eligibility Determination Date and Referral Date have a value.

**Resolution:** If a student has a value in EligibilityDeterminationDate and in ReferralDate, this field becomes mandatory. Find the date the parent provided written consent for an initial evaluation to determine eligibility for special education and add the date by selecting Edit on the student's record, typing in the parental consent to evaluate date that comes before the eligibility determination date in the corresponding field, and then select Update.

# EligibilityDeterminationDate

| |
|---|
| **Definition of Data Element** |

The date on which initial eligibility or ineligibility for special education services or speech-language services is determined.

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|---|
| **Functional, Policy or Legal Description** |

NJ DOE, Office of Special Education Programs, IDEA Part B

| |
|---|
| **Is this Data Element Required?** |

Field is mandatory for all students whose eligibility determination occurred after June 30, 2014.

| |
|---|
| **Acceptable Values** |

**Type:** Date
**Minimum Length:** 8
**Maximum Length:** 8

| |
|---|
| **Validation Checks** |

- An error will occur if EligibilityDeterminationDate is after the snapshot date.
- Either an EligibilityDeterminationDate **OR** a ReevaluationDate is required when **any** of the following occurs:
    - An InitialIEPMeetingDate is listed; or
    - A SpecialEducationClassification is listed; or
    - An AnnualIEPReviewMeetingDate is listed; or
    - A SpecialEducationPlacement is listed.
- Date of Birth + 2 years ≤ Referral Date ≤ Parental Consent To Evaluate Date < **Eligibility Determination Date** ≤ Initial IEP Meeting Date ≤ Parental Consent to Implement Initial IEP < Annual IEP Review Meeting Date

| |
|---|
| **Additional Notes** |

- If initial eligibility determination has not yet been made, leave as NULL, or blank.
- If initial eligibility determination is for speech language services only, but the student is thereafter determined eligible for other services, a new EligibilityDeterminationDate should take place.
- Date must be in YYYYMMDD format.  Do not include any separators such as "/" or "-".

**Error Message:**  Dates must follow this sequence: Date of Birth + 2 years ≤ Referral Date ≤ Parental Consent To Evaluate Date < **Eligibility Determination Date** ≤ Initial IEP Meeting Date ≤ Parental Consent to Implement Initial IEP < Annual IEP Review Meeting Date

**Resolution:**  Eligibility Determination Date must be a later date than Parental Consent To Evaluate Date and the same date or earlier date than the Initial IEP Meeting Date.  Check the dates of the fields listed in the error message and make sure they are in the correct sequence.  To add a valid date to one of the fields, click edit on the student's record page, make the necessary changes, and then click update.

**Error Message:**  Field must be a valid date in YYYYMMDD format.

**Resolution:**  Check to make sure no separators are entered in this field, such as "/" or "-".  Make sure the values in the field are in the correct date format. To adjust the date select edit on the student's record, make the change, and then select update.

**Error Message:**  Either Eligibility Determination Date or Reevaluation Date must have a value if Initial IEP Meeting Date is filled in.

**Resolution:**  If a student has a value for Initial IEP Meeting Date, then this field or the Reevaluation date must have a value.  If a student is being determined eligible for the first time, select edit on the student's record, fill in the date in the EligibilityDeterminationDate field, then select update.  If it is a reevaluation, leave this field blank and fill in a date value in the Reevaluation field.

**Error Message:**  Either Eligibility Determination Date or Reevaluation Date must have a value if Special Education Classification is filled in.

**Resolution:**  If a student has a value for SpecialEducationClassificationCode, then this field or the ReevaluationDate must have a value.  If a student is being determined eligible for the first time, select Edit on the student's record fill in the date in the EligibilityDeterminationDate field, then select Update.  If it is a reevaluation, leave this field blank and fill in a date value in the ReevaluationDate field.

**Error Message:**  Either Eligibility Determination Date or Reevaluation Date must have a value if Special Education Placement is filled in.

**Resolution:**  If a student has a value for SpecialEducationPlacementCode, then this field or the ReevaluationDate must have a value.  If a student is being determined eligible for the first time, select Edit on the student's record fill in the date in the EligibilityDeterminationDate field, then select Update.  If it is a reevaluation, leave this field blank and fill in a date value in the ReevaluationDate field.

**Error Message:**  Either Eligibility Determination Date or Reevaluation Date must have a value if Annual IEP Review Meeting Date is filled in.

**Resolution:**  If a student has a value for AnnualIEPReviewMeetingDate, then this field or the ReevaluationDate must have a value.  If a student is being determined eligible for the first time, select Edit on the student's record fill in the date in the EligibilityDeterminationDate field, then select Update.  If it is a reevaluation, leave this field blank and fill in a date value in the ReevaluationDate field.

# EarlyIntervention

| **Definition of Data Element** |
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| Any preschool student that was receiving Part C Early Intervention Services at the time of referral. |

| **Functional, Policy or Legal Description** |
| --- |
| NJ DOE, Office of Special Education Programs, IDEA Part B |

| **Is this Data Element Required?** |
| --- |
| Field is mandatory for all students who have turned age 3 between July 1, 2014 and June 30, 2015 |

| **Acceptable Values** |
| --- |

**Type:** Alpha
**Minimum Length:** 1
**Maximum Length:** 1

Y = Yes, student is receiving Part C Early Intervention Services
N = No, student was not receiving Part C Early Intervention Services

| **Validation Checks** |
| --- |

- An error will occur if student has turned age 3 between July 1, 2014 and June 30, 2015 and EarlyIntervention is left NULL or blank.

| **Additional Notes** |
| --- |

- A student referred for early intervention must be reported to SID Management at the time of referral even if the student is still in the referral process and not yet enrolled by the October 15th snapshot.
- A child who turns 3 between 7/1 and 10/15 does NOT get reported as Early Intervention in the upcoming snapshot, but rather the next year's snapshot

| Common Errors |
| --- |

**Error Message:** Field must have a value of Y or N if not null.
**Resolution:** For any student that turned age 3 between July 1, 2014 and June 30, 2015 this is a required field. To add one of the acceptable values, "Y" or "N" select Edit on the student's record; insert the correct value in the EarlyIntervention field, then select Update. If this student does not fit the criteria, then leave this field blank.

**Error Message:** Field cannot be left blank for students that are age 3 between July 1, 2014 and June 30, 2015.
**Resolution:** For any student that turned age 3 between July 1, 2014 and June 30, 2015 this is a required field. Choose either "Y" or "N" for the value. To verify if a value should be in this field, check the date of birth for that student. To add one of the acceptable values, select Edit on the student's record; insert the correct value in the EarlyIntervention field, then select Update. If this student does not fit the criteria, then leave this field blank.

# InitialIEPMeetingDate

### Definition of Data Element

The date of the student's **initial** IEP meeting. This date refers to the first, initial IEP meeting for the student, even if that meeting occurred in a district that the student is no longer attending.

### Functional, Policy or Legal Description

NJ DOE, Office of Special Education Programs, IDEA Part B

### Is this Data Element Required?

Field is mandatory for all students who have an InitialIEPMeetingDate after June 30, 2014.

### Acceptable Values

**Type:** Date
**Minimum Length:** 8
**Maximum Length:** 8

### Validation Checks

- An error will occur if InitialIEPMeetingDate is a date after the snapshot date.
- If an InitialIEPMeetingDate is listed, an EligibilityDeterminationDate is required.
- An error will occur if the required dates do not follow the sequence specified below:
  Date of Birth + 2 years ≤ Referral Date ≤ Parental Consent To Evaluate Date < Eligibility Determination Date ≤ **Initial IEP Meeting Date** ≤ Parental Consent to Implement Initial IEP < Annual IEP Review Meeting Date

### Additional Notes

- If eligibility determination has not yet been made, leave InitialIEPMeetingDate as NULL, or blank.
- Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".

### Common Errors

**Error Message:** Dates must follow this sequence: Date of Birth + 2 years ≤ Referral Date ≤ Parental Consent To Evaluate Date < Eligibility Determination Date ≤ **Initial IEP Meeting Date** ≤ Parental Consent to Implement Initial IEP < Annual IEP Review Meeting Date
**Resolution:** Initial IEP Meeting Date must be the same or a later date than the Eligibility Determination Date. Initial IEP Meeting Date must also be the same date or an earlier date than the Parental Consent to Implement Initial IEP date. Check the dates of the fields listed in the error message and make sure they are in the correct sequence. To add a valid date to one of the fields, click edit on the student's record page, make the necessary changes, and then click update.

**Error Message:** Field must be a valid date in YYYYMMDD format.
**Resolution:** Check to make sure no separators are entered in this field, such as "/" or "-". Make sure the values in the field are in the correct date format. To modify the date, select Edit on the student's record, make the change in the InitialIEPMeetingDate field, then select Update.

**Error Message:** Date cannot occur before Date Of Birth or after Snapshot Date.
**Resolution:** The value in the InitialIEPMeetingDate cannot be before a birth of a student, or after the most recent snapshot date. Adding any students after the snapshot date will remain in error, and district will require you to release the Special Education Submission with errors. If students that were referred after the snapshot date were reported in error, remove them from your Special Education Submission by completing a full file upload with those students' records excluded from the file.

# ParentalConsentObtained

**Definition of Data Element**

The **written** parental decision regarding the implementation of the Initial IEP.

**Functional, Policy or Legal Description**

NJ DOE, Office of Special Education Programs, IDEA Part B

**Is this Data Element Required?**

Field is mandatory for all students who have an Eligibility Determination Date after June 30, 2014.

**Acceptable Values**

**Type:** Alpha
**Minimum Length:** 1
**Maximum Length:** 1

Y = Yes, Parental Consent was obtained to implement the initial IEP.
N = No, Parental Consent was NOT obtained prior to the snapshot date to implement the initial IEP.
R = Refused, Parent refused implementation of the initial IEP.

**Validation Checks**

- If ParentalConsentObtained is N, R or is blank, ParentalConsentToImplementInitialIEP must be left blank.

**Additional Notes**

- Leave NULL, or blank, if a student has not yet received an eligibility determination.

**Common Errors**

**Error Message:** Field must have a value of Y, N, or R if not null.
**Resolution:** If a student has a value in EligibilityDeterminationDate that is after June 30, 2014 select the applicable value listed in the Acceptable Values section. To add a value, select Edit on the student's record, make the change in the ParentalConsentObtained field, then select Update.

**Error Message:** Field cannot be left blank if Eligibility Determination Date is after June 30, 2014.
**Resolution:** This is a required field for any student whose EligibilityDeterminationDate is after June 30, 2014. Check to see what was entered in the EligibilityDeterminationDate field. To add a value, select Edit on the student's record, insert in the ParentalConsentObtained field, then select Update. If a student has not received a determination date, leave the field blank.

**Error Message:** Field must have a value of Y if Parental Consent To Implement Initial IEP has a date filled in.
**Resolution:** If there is a value in ParentalConsentToImplementInitialIEP, then ParentalConsentObtained must be "Y". Check to see what value was entered in the ParentalConsentToImplementInitialIEP field. To modify the value submitted, select Edit on the student's record, make the change in the ParentalConsentObtained field, then select Update.

| ParentalConsentToImplementInitialIEP | NJ DOE Number **72** |
|---|---|

**Definition of Data Element**

The date on which the parent provides **written** consent to implement the student's initial IEP.

**Functional, Policy or Legal Description**

NJ DOE, Office of Special Education Programs, IDEA Part B

**Is this Data Element Required?**

Field is mandatory for all students for whom Parental Consent has been obtained.

**Acceptable Values**

**Type:** Date
**Minimum Length:** 8
**Maximum Length:** 8

**Validation Checks**

- An error will occur if ParentalConsentToImplementInitialIEP is a date after the snapshot date.
- An error will occur if ParentalConsentToImplementInitialIEP is NULL, or empty, when EligibilityDeterminationDate is after June 30, 2014 and ParentalConsentObtained = Y.
- If the child has transitioned from Early Intervention Services (EarlyIntervention = Y) and the ParentalConsentToImplementInitialIEP date occurs after the student's 3rd birthday, then InitialProcessDelayReason must have a value.
- An error will occur if ParentalConsentObtained = N, R or is blank, and ParentalConsentToImplementInitialIEP is filled in.
- An error will occur if the required dates do not follow the sequence specified below:
  Date of Birth + 2 years ≤ Referral Date ≤ Parental Consent To Evaluate Date < Eligibility Determination Date ≤ Initial IEP Meeting Date ≤ **Parental Consent to Implement Initial IEP** < Annual IEP Review Meeting Date

**Additional Notes**

- Date must be in YYYYMMDD format.  Do not include any separators such as "/" or "-".

**Error Message:** Dates must follow this sequence: Date of Birth + 2 years <= Referral Date <= Parental Consent To Evaluate Date < Eligibility Determination Date <= Initial IEP Meeting Date <= **Parental Consent to Implement Initial IEP** < Annual IEP Review Meeting Date.

**Resolution:** The value in Parental Consent to Implement Initial IEP must be the same or a later date than the Initial IEP Meeting Date and an earlier date than the date for Annual IEP Review Meeting Date. Check the dates for these fields and make sure they are in the correct sequence. To modify a date, select Edit on the student's record, make the change in the corresponding field, then select Update.

**Error Message:** Field must be a valid date in YYYYMMDD format.

**Resolution:** Check to make sure no separators are entered in this field, such as "/" or "-". Make sure the values in the field are in the correct date format. To modify the format, select Edit on the student's record, make the change in the ParentalConsentToImplementInitialIEP field, then select Update.

**Error Message:** Field cannot be left blank when Eligibility Determination Date is after June 30, 2014and Parental Consent Obtained is Y.

**Resolution:** If value in EligibilityDeterminationDate is after June 30, 2014 and value in ParentalConsentObtained is Y, then ParentalConsentToImplementInitialIEP cannot be blank. Check the data in these fields. To modify the data, select Edit on the student's record, make the change in the corresponding field, then select Update.

**Error Message:** Field must be left blank if Parental Consent Obtained has a value of N or R.

**Resolution:** Check the Parental Consent Obtained field. If you have a value of N or R, leave this field blank. To remove the date, select Edit in the student's record, delete the data in the ParentalConsentToImplementInitialIEP field, then select Update.

**Error Message:** Date cannot occur before Date Of Birth or after Snapshot Date.

**Resolution:** The value in ParentalConsentToImplementInitialIEP cannot be before a birth of a student, or after the most recent snapshot date. Check theses dates and make sure the value in ParentalConsentToImplementInitialIEP fits the criteria. To modify the date, select Edit on the student's record, make the change in the ParentalConsentToImplementInitialIEP field, then select Update.

# AnnualIEPReviewMeetingDate

| Definition of Data Element |
| --- |

The date of the student's **last** Annual IEP Review meeting.

| Functional, Policy or Legal Description |
| --- |

NJ DOE, Office of Special Education Programs, IDEA Part B

| Is this Data Element Required? |
| --- |

Field is mandatory for all students who have a valid IEP as of the snapshot date.

| Acceptable Values |
| --- |

**Type:** Date
**Minimum Length:** 8
**Maximum Length:** 8

| Validation Checks |
| --- |

- An error will occur if AnnualIEPReviewMeetingDate is a date after the snapshot date.
- If InitialIEPMeetingDate is the only meeting date, then leave AnnualIEPReviewMeetingDate NULL, or blank.
- If an AnnualIEPReviewMeetingDate is listed, either an EligibilityDeterminationDate *OR* a ReevaluationDate is required.
- An error will occur if the required dates do not follow the sequence specified below:
  Date of Birth + 2 years ≤ Referral Date ≤ Parental Consent To Evaluate Date < Eligibility Determination Date ≤ Initial IEP Meeting Date ≤ Parental Consent to Implement Initial IEP < **Annual IEP Review Meeting Date**

| Additional Notes |
| --- |

- If eligibility determination has not yet been made, leave as NULL, or blank.
- Date must be in YYYYMMDD format. Do not include any separators such as "/" or "-".

**Error Message:** Date of Birth + 2 years ≤ Referral Date ≤ Parental Consent To Evaluate Date < Eligibility Determination Date ≤ Initial IEP Meeting Date ≤ Parental Consent to Implement Initial IEP < **Annual IEP Review Meeting DateAnnual IEP Review Meeting Date**.

**Resolution:** The Annual IEP Review Meeting Date must be a date later than Parental Consent to Implement Initial IEP. Check the dates for the fields listed in the Error Message and make sure they are in the correct sequence of dates. To modify a date, select Edit on the student's record, make the change in the corresponding field, then select Update.

**Error Message:** Field must be a valid date in YYYYMMDD format.

**Resolution:** Check to make sure no separators are entered in this field, such as "/" or "-" and that the values in the field are in the correct date format. To modify the format, select Edit on the student's record, make the change in the AnnualIEPReviewMeetingDate field, then select Update.

**Error Message:** Date cannot be equal to or occur before Initial IEP Meeting Date or after the Snapshot Date.

**Resolution:** The value in AnnualIEPReviewMeetingDate cannot occur before the value in InitialIEPMeetingDate, check the sequence of dates and make sure the InitialIEPMeetingDate comes before the AnnualIEPReviewMeetingDate. Any students added after the snapshot date will remain in error, and the district will have to release their Special Education Submission with errors. All meeting dates must be before the Snapshot Date. If students reported after the snapshot date were reported in error, remove them from your Special Education Submission by completing a full file upload with that student's record excluded from the file. To modify a date, select Edit on the student's record, make the change in the corresponding field, then select Update.

**Error Message:** When field has a value, either EligibilityDeterminationDate or ReevaluationDate must also have a value.

**Resolution:** When AnnualIEPReviewMeetingDate has a value, EligibilityDeterminationDate or ReevaluationDate cannot both be blank. If a student is being determined eligible for the first time, fill in the date in the EligibilityDeterminationDate field. If it is a reevaluation, then leave this field blank and fill in a date value in the Reevaluation field. To fill in the appropriate date, select Edit on the student's record, make the change in the corresponding field, then select Update.

**Error Message:** Either InitialIEPMeetingDate or AnnualIEPReviewMeetingDate must have a value when SpecialEducationClassification is filled in.

**Resolution:** A student in the Special Education Submission must have a classification code. If a student is being referred to specialized services for the first time, fill in the InitialIEPMeetingDate field. If this student has previously been referred fill in the AnnualIEPReviewMeetingDate field. To fill in the appropriate date, select Edit on the student's record, make the change in the corresponding field, then select Update.

# SpecialEducationClassification

| Definition of Data Element |
|---|

The outcome of eligibility assessment for special education and related services.

| Functional, Policy or Legal Description |
|---|

NJ DOE, Office of School Funding, Office of Special Education Programs, Administrative Code 6A:14-3.5 and 6A:14-3.

| Is this Data Element Required? |
|---|

Field is mandatory for all students evaluated for special education eligibility.

| Acceptable Values |
|---|

Choose a two-digit code in the left column that corresponds to the classification category for the student:

| Code | State Category | Federal Category |
|---|---|---|
| 99 | Declassified | N/A |
| 00 | Determined Ineligible | N/A |
| 01 | Auditorily Impaired | Hearing Impairments |
| 02 | Autistic | Autism |
| 03 | Cognitively Impaired – Mild Cognitive Impairment | Intellectual Disability (formerly Mental Retardation) |
| 04 | Cognitively Impaired – Moderate Cognitive | Intellectual Disability (formerly Mental Retardation) |
| 05 | Cognitively Impaired – Severe Cognitive Impairment | Intellectual Disability (formerly Mental Retardation) |
| 06 | Communication Impaired | Speech or Language Impairments |
| 07 | Emotionally Disturbed | Emotional Disturbance |
| 08 | Multiply Disabled | Multiple Disabilities |
| 09 | Deaf-Blindness | Deaf-Blindness |
| 10 | Orthopedically Impaired | Orthopedic Impairments |
| 11 | Other Health Impaired | Other Health Impairments |
| 12 | Preschool Child with a Disability | Developmental Delay |
| 14 | Specific Learning Disability | Specific Learning Disabilities |
| 15 | Traumatic Brain Injury | Traumatic Brain Injury |
| 16 | Visually Impaired | Visual Impairments |
| 17 | Eligible for Speech-Language Services | Speech or Language Impairments |

| Validation Checks |
|---|

- Students determined ineligible for special services must have a value for ReferralDate, ParentalConsentToEvaluateDate, and EligibilityDeterminationDate.  Code 00 should only be entered for students whose initial eligibility outcome was determined ineligible.
- If SpecialEducationPlacement has a value, then field cannot be blank.
- If any of the related services elements (data elements 59-63) has a value, then field cannot be blank.
- If student is age 3 and 4, then field must be code 12 (Preschool Child with a Disability).
- If student is age 6 and above, then field cannot be code 12 (Preschool Child with a Disability).
- SpecialEducationClassification code 13 (Social Maladjustment) is no longer a valid value.
- If SpecialEducationClassification has a value, then either EligibilityDeterminationDate OR ReevaluationDate must also have a value.  For students with a SpecialEducationClassification of 99, ReevaluationDate must be filled in.
- For students submitted to Special Education that match to students submitted to  SID Management, SpecialEducationClassification code must be the same between both submissions.

**Additional Notes**

- If student has been evaluated and determined ineligible for special services, then field must be code 00 (Determined Ineligible).
- Students that were previously in special education, but have since been declassified as of the submission snapshot date, should be submitted with code 99, have ReevaluationDate filled in, and leave SpecialEducationPlacement blank.
- If eligibility of student has not yet been determined as of the submission snapshot date, then field must be blank.
- Report the student's special education classification even if their IEP is not in effect on October 15th due to Parental refusal. If there is no IEP in effect on the date of the snapshot due to parental refusal, a classification should still be provided for the student.

## Common Errors

**Error Message:** Field cannot be 00 unless ReferralDate, ParentalConsentToEvaluateDate, and EligibilityDeterminationDate all have values.

**Resolution:** If SpecialEducationClassificationCode has a value of 00, then ReferralDate, ParentalConsentToEvaluateDate, and EligibilityDeterminationDate must all have values. Check the SpecialEducationClassification value and the dates. To modify a value, select Edit on the student's record, enter the correct special education classification to the corresponding field, then select Update. To modify any of the dates, select Edit on the student's record, make the change to the corresponding field, then select Update.

**Error Message:** Field cannot be left blank if SpecialEducationPlacement has a value.

**Resolution:** When inputting a special education classification code, the SpecialEducationPlacement field must have a value. Check the "Acceptable Values" section for this Data Element. To add an appropriate value, select Edit on the student's record, insert the correct code in the SpecialEducationPlacement field, then select Update. Remember that the SpecialEducationClassification must match what is submitted in the State Submission.

**Error Message:** Field cannot be left blank if CounselingServices, OccupationalServices, PhysicalTherapyServices, SpeechLanguageServices or OtherRelatedServices has a value.

**Resolution:** Check the "Acceptable Values" section for these data elements. To add a value, select Edit on the student's record, insert the correct code to the SpecialEducationClassification field, then select Update. Remember that the SpecialEducationClassification must match what is submitted in the State Submission.

**Error Message:** Field cannot be null or empty when EligibilityDeterminationDate or ReevaluationDate has a value.

**Resolution:** Having a value in either EligibilityDeterminationDate or ReevaluationDate will make it mandatory for SpecialEducationClassification to have a value. Check the "Acceptable Values" section for these data elements. To add a value, select Edit on the student's record, insert the correct code to the SpecialEducationClassification field, then select Update.

**Error Message:** Special Education Classification code submitted to the Special Education Submission must match the Special Education Classification code submitted to SID Management.

**Resolution:** For students submitted to the Special Education Submission that match students submitted to SID Management, the Special Education Classification code must be the same. To change the code in the Special Education Submission, select Edit click the student's record, change the code in the SpecialEducationClassification field and then select Update. To change the code in SID Management, select Edit on the student's record in SID Management, change the code in the SpecialEducationClassification field and then select Update. You will not be able to make changes to SID Management after the October 15 Snapshot.

# ReevaluationDate

### Definition of Data Element

The date on which a student's continued eligibility for special education services was determined.

### Functional, Policy or Legal Description

NJ DOE, Office of Special Education Programs, IDEA Part B

### Is this Data Element Required?

Field is mandatory for all students who have been reevaluated.

### Acceptable Values

**Type:** Date
**Minimum Length:** 8
**Maximum Length:** 8

### Validation Checks

- An error will occur if ReevaluationDate is a date after the snapshot date.
- Either an EligibilityDeterminationDate *OR* a ReevaluationDate are required when any of the following occurs:
    - An InitialIEPMeetingDate is listed; or
    - A SpecialEducationClassification is listed; or
    - An AnnualIEPReviewMeetingDate  is listed; or
    - A SpecialEducationPlacement is listed; or
- ReevaluationDate must be filled in for declassified students (SpecialEducationClassification code of 99).

### Additional Notes

- Leave NULL if student has an Initial Eligibility Determination Date and has not yet been reevaluated.
- Date must be in YYYYMMDD format.  Do not include any separators such as "/" or "-".
- If the triennial evaluation has been waived, input the date of the parent's written consent to waive the evaluation as the Reevaluation Date.
- For students where prior Reevaluation and Initial Eligibility Determination dates are not available, use the date the student's IEP starts after transfer into the district as the Reevaluation date.

### Common Errors

**Error Message:**  Either Eligibility DeterminationDate or ReevaluationDate must have a value if AnnualIEPReviewMeetingDate is filled in.
**Resolution** If a student has a value for the AnnualIEPReviewMeetingDate, check to make sure that student has a value in either the ReevaluationDate or EligibilityDeterminationDate.  If the student is being referred for the first time, fill in the Eligibility Determination Date.  If the student was referred previously, fill in the Reevaluation Date.  To add a date, select edit on the student's record, make the change in the corresponding field, then select update.

**Error Message:**  Date cannot occur before Eligibility Determination Date or after the Snapshot Date.
**Resolution:**  Check the sequence of dates and make the Reevaluation Date must not occur before the Eligibility Determination Date or after the most recent Snapshot date.  To modify a date, select edit on the student's record, make the change in the corresponding field, then select update.

| InitialProcessDelayReason | NJ DOE Number **57** |
|---|---|

**Definition of Data Element**

(1) The primary reason for delay when the consent to implement the initial IEP is beyond the child's third birthday for children transitioning from Early Intervention Programs (Part C) to preschool.  (2) The primary reason for delay when the eligibility determination for students 6-21 is beyond 90 days from the date of written parental consent to evaluate.

**Functional, Policy or Legal Description**

NJ DOE, Office of Special Education Programs, IDEA Part B

**Is this Data Element Required?**

Field is mandatory for all students who have an EligibilityDeterminationDate after the required due date.  Yes, **Mandatory** for all children who transitioned from Early Intervention (Part C) and have a Consent to Implement the IEP Date after the child's 3$^{rd}$ birthday.

**Acceptable Values**

**Type:**  Numeric
**Minimum Length:**  2
**Maximum Length:**  2

01 = Incomplete Residency/Enrollment Information:  Parent failed to complete the residency/enrollment information in a timely manner (more than 15 days) after receipt of the forms
02 = Additional Evaluations Needed (After Initial Evaluation Plan):  After the initial evaluation plan, it was determined that additional assessments were needed.
03 = Specialized Evaluations Needed:  Evaluations by specialists not employed by the district were not completed within required timelines.
04 = Delays in Scheduling Evaluation/Assessments:  The child or parent was unavailable due to illness, vacation, etc.
05 = Missed Appointments by the Child or Parent:  The parent repeatedly missed or cancelled scheduled appointments for assessments/interviews/meetings
06 = Vacancies of Child Study Team or Related Services Personnel:  The school district had child study team or related services personnel vacancies that delayed the completion of the assessments within required timelines
07 = Child Study Team or Related Services Personnel were Unavailable:  Child study team or related services personnel were not able to complete assessments within the required timelines due to vacation, illness, or large numbers of evaluations to be completed.
12 = Student transferred into the district after a consent for the initial evaluation was obtained but before the initial evaluation was completed.  The parents and district signed off on an extended timeline.

**The following code applies only to students with disabilities ages 6-21:**
08 =  Mediation or a Due Process Hearing:  A request for mediation or a due process hearing was filed with the Office of Special Education Programs after the school district received consent to evaluate but before the 90$^{th}$ day.

**The following  four additional codes apply ONLY for children served in Early Intervention Programs (Part C), reasons for delays beyond 3$^{rd}$ birthday in implementation of the initial IEP:**

09 = Late Referral:  if the written referral for the initial evaluation was made fewer than 120 days prior to age 3
10 = Delay in Receipt of Consent to Evaluate:  Parent failed to attend the identification/evaluation planning meeting and/or did not provide consent in a timely manner (more than 15 days) after the meeting.

11= Mediation or a Due Process Hearing:  A request for mediation or a due process hearing was filed with the Office of Special Education Programs after the school district received the referral but before the child's 3rd birthday.

13= Delay in Receipt of Consent to Implement the Initial IEP: The referral and evaluation process were completed prior to the child's 3rd birthday, but the parent failed to provide consent by the child's 3rd birthday.

## Validation Checks

- An error will occur when a student is 4-21 years of age, the EligibilityDeterminationDate is more than 90 days from the ParentalConsentToEvaluateDate, the ParentalConsentToEvaluateDate has occurred after June 30, 2014, and InitialProcessDelayReason is NULL, or blank.  The validation rule looks for students as young as 4 although the state guidline says 6-21.
- When the ReferralDate is after June 30, 2014 and before the student's third birthday, an error will occur if the ParentalConsentToImplementInitialDate is after the student's third birthday and the InitialProcessDelayReason is NULL, or blank
- If a student is younger than three years of age as of the ParentalConsentToImplementInitialIEP date, then the InitialProcessDelayReason must be left NULL, or blank.
- If student is younger than three years of age as of the ReferralDate, the ParentalConsentToImplementInitialIEP date is NULL, and student is three years of age or older as of the snapshot date, then InitialProcessDelayReason must be filled in.
- For students age 6-21, if EligibilityDeterminationDate is 90 days or less from the ParentalConsentToEvaluateDate, InitialProcessDelayReason must be left blank.
- For students age 6-21, if the ParentalConsentToEvaluateDate is more than 90 days from the snapshot date, InitialProcessDelayReason must be filled in.
- If a student is four years of age or older, InitialProcessDelayReason codes 09, 10, 11, and 13 are invalid and will result in an error.
- If a student is younger than six years of age and older than 21 years of age, InitialProcessDelayReason code 08 is invalid and will result in an error.

## Additional Notes

- Do not report a delay reason for students who moved out of the school district prior to completion of the evaluation.

## Common Errors

**Error Message:**  Initial Process Delay Reason cannot be code 09-11 or 13 if student is 4 years of age or older.
**Resolution:**  Codes 09-13 cannot be coded for students that are age 4 and older.  These codes apply ONLY for children served in Early Intervention Programs that are younger than the age of 4.  Verify the date of birth for the student and find the correct code for this student, listed under the Acceptable Values section. To modify the field, select edit on the student's record, insert the acceptable value in the InitialProcessDelayReason field, then select update.

**Error Message:**  Initial Process Delay Reason cannot be 08 if student is younger than 6 or older than 21 years of age as of the Referral Date.
**Resolution:**   Verify the date of birth and the referral date of the student.  Find the correct code for this student, listed under the Acceptable Values section.  To modify the field, select edit on the student's record, insert the acceptable value in the InitialProcessDelayReason field, then select update.

**Error Message:**  Field cannot be blank if Referral Date occurred before student's third birthday, Referral Date occurred after June 30, 2014, and Parental Consent to Implement Initial IEP date occurred after student's third birthday.

**Resolution:**  If a student fits under one of the criteria listed in the Error Message, find the correct code listed under Acceptable Values.  To modify the field, select edit on the student's record, insert the acceptable value in the InitialProcessDelayReason field, then select update.  If they do not fit any of the criteria listed, check the fields listed in the error message.  To modify a date, select edit on the student's record, make the change to the corresponding field, then select update.

**Error Message**:  Field cannot be blank if Referral Date occurred before student's third birthday, Referral Date occurred after June 30, 2014, Parental Consent To Implement Initial IEP date is blank, and the student is age 3 or older as of the snapshot date.

**Resolution:**  If a student fits under one of the criteria listed in the Error Message, find the correct code listed under Acceptable Values for this field.  To modify the field, select edit on the student's record, insert the acceptable value in the InitialProcessDelayReason field, then select update.  If they do not fit any of the criteria listed, check the fields listed in the error message.  To modify a date, select edit on the student's record, make the change to the corresponding field, then select update.

**Error Message:**  Field cannot be blank if student is age 4 through 21 and Eligibility Determination Date is more than 90 days from Parental Consent to Evaluate Date and Parental Consent to Evaluate Date occurred after June 30, 2014.

**Resolution:**  If a student fits under one of the criteria listed in the Error Message, find the correct code listed under Acceptable Values for this field.   To modify the field, select edit on the student's record, insert the acceptable value in the InitialProcessDelayReason field, then select update.  If they do not fit any of the criteria listed, check the fields listed in the error message.  To modify a date, select edit on the student's record, make the change to the corresponding field, then select update.

**Error Message:**  Field must be filled in if more than 90 days has passed between the Parental Consent To Evaluate Date and the snapshot date.

**Resolution:**  Compare the ParentalConsentToEvaluateDate and the most recent Snapshot.  If it exceeds 90 days, this becomes a mandatory field.  Find the correct code listed under Acceptable Values for this field.  To add a value, select edit on the student's record, insert the acceptable value in the InitialProcessDelayReason field, then select update.

**Error Message:**  Field must be left blank if EligibilityDeterminationDate is 90 days or less from the ParentalConsentToEvaluateDate.

**Resolution:**  Check the Eligibility Determination Date and the Parental Consent To Evaluate Date. If a student fits under one of the criteria listed in the Error Message, leave this field blank.  To delete a value, select the student's record, delete the value from the InitialProcessDelayReason field, and then select update.

**Error Message:**  Field must be left blank if Parental Consent To Implement Initial IEP occurs before student's 3rd birthday.

**Resolution:**  If a student fits under one of the criteria listed in the Error Message, leave this field blank.  To remove a value, select the student's record, delete the value from the InitialProcessDelayReason field, and then select update.

| SpecialEducationPlacement | NJ DOE Number |
| --- | --- |
| | **58** |

### Definition of Data Element

The placement group in which the student with the disability is currently receiving special education and related services.

### Functional, Policy or Legal Description

NJ DOE, Office of Special Education Programs, IDEA Part B

### Is this Data Element Required?

Field is mandatory for all students with a valid IEP as of the snapshot date.

### Acceptable Values

**Type:** Numeric
**Minimum Length:** 2
**Maximum Length:** 2

#### For Age 3-5

**18 =** At least 50% of the school week is spent **in a regular education early childhood program or Kindergarten**

**19 =** Less than 50% of the school week is spent **in a regular education early childhood program or Kindergarten**

**04 = Separate class** *(students who attend a special education program in a class with less than 50% nondisabled children. Does not include children who also attend a regular early childhood program)*

**05 = Separate school** *(students receiving special education and related services for greater than 50% of the school day in public or private separate schools)*

**06 = Residential facility** *(students who receive education programs and live in public or private residential facilities during the school week. Includes children receiving special education and related services for greater than 50% of the school day in public or private residential facilities)*

**07 = Home** *(students who receive special education and related services in the principal residence of the child's family or caregivers/babysitters, and who DID NOT attend an early childhood program or a special education program provided in a separate class, separate school, or residential facility. Includes children who receive special education both at home and in a service provider location)*

**08 = Service Provider Location** *(students who receive all of their special education and related services from a service provider and who DID NOT attend an early childhood program or a special education program provided in a separate class, separate school, or residential facility. For example, speech instruction provided in: a private clinician's office, in clinicians; offices located in school buildings, hospital facilities on an outpatient basis, or libraries or other public locations. Do not include children who also receive special education at home. Children who receive special education both in a service provider location and at home should be reported in the home category)*

#### For Age 6-21:

**09 = 80% or more of the school day in the presence of regular education students** *(students included in the regular education setting at least 80% of the school day)*

**10 = Between 40-79% of the school day in the presence of regular education students** *(students included in the regular education setting from 40% to 79% percent of the school day)*

**11 = Less than 40% of the school day in the presence of regular education students** *(students who are included in the regular education setting up to 39% of the school day. This includes students who are in out-of-district placements including public and approved private school programs that are operated in public school buildings with regular education grades)*

**12 = Public Separate School** *(students who receive special education and related services for more than 50% of the school day in <u>a public school building without regular education students</u>. These settings may include the following receiving schools: educational services commission, regional day school, special services school district, jointure commission, public college operated program)*

**13 = Private Day School** *(students who receive special education and related services at public expense for more than 50% of the school day in a separate private school for the disabled. In addition to reporting students who attend a separate private day program, districts should report students in residential programs for whom the district pays only the educational costs and not the residential costs)*

**14 = Private Residential** *(students who receive special education and related services in a private residential facility for greater than 50% of the school day and lived in the facility during the school week. The district of residence reports the student in this placement group when the district pays both the educational and residential costs. Districts should not report students in residential programs whose residential costs are paid by the Department of Children and Families as these students are reported by the Department of Children and Families.)*

**15 = Public Residential** *(students in this placement group that are attending Katzenbach School for the Deaf are reported by the district of residence. Students that are placed by the Department of Children and Families in a state facility are reported by the Department of Children and Families.)*

**16 = Home Instruction** *(students receiving special education and related services in the home, hospital, or other setting)*

**17 = Correctional Facility** *(students receiving special education and related services in short term detention facilities (community-based or residential) or longer term correctional facilities. Students receiving special education and related services in county detention facilities are reported in this category by the district of residence. Students receiving special education and related services in state facilities operated or contracted by the Juvenile Justice Commission or by the Department of Corrections are reported in this category by those state agencies, respectively.)*

## Validation Checks

- SpecialEducationPlacement must be left NULL, or blank, if ParentalConsentObtained is N or R.
- If a SpecialEducationPlacement is listed, either an EligibilityDeterminationDate **OR** a ReevaluationDate is required.
- An error will occur if student is under 6 years old or over 21 years old and SpecialEducationPlacement codes 09-17 are listed.
- An error will occur if student is over 6 years old and SpecialEducationPlacement codes 04-08, 18, and 19 are listed.
- SpecialEducationPlacement must be left NULL, or blank, if SpecialEducationClassification is 99.

## Additional Notes

- Leave NULL, or blank, if student is not classified as special education eligible.

To determine time in presence of regular education students:

**For Age 3-5:**
- When determining the percentage of time a child spends in a regular education early childhood program or Kindergarten, you must calculate the percentage of time the child spends in a program **in which at least 50% of the students are not disabled.**
- To determine which data value is appropriate for those students, divide the number of hours per week the child spends in a regular education early childhood program by the number of hours per week the child spends in a regular education early childhood program + the number of hours the child spends receiving special education and/or related services in another location (e.g., separate class, therapy room). Multiply the result by 100. If the result is 50% or higher, data value = 18 is appropriate. If the result is less than 50%, data value = 19 is appropriate.
- Students who are 5 years of age at the time of the snapshot and in first grade should be reported using the age 3-5 Special Education Placement categories.

**For Age 6-21:**

- To calculate the percentage of time in the presence of general education students:  Divide the number of minutes per day in the presence of general education students by the total number of minutes in the entire school day (between the first and last bell) and multiply times 100.
- If a student's schedule varies from day to day, calculate the percentage on a weekly basis:  Divide the number of hours per week in the presence of general education students by the total number of hours in the entire school week and multiply times 100.
- Special education and related services provided in the regular education classroom should be counted as time spent in the presence of regular education students.

## Common Errors

**Error Message:**  Field cannot be filled in when Parental Consent Obtained is N or R.
**Resolution:**  Check the value for ParentalConsentObtained, if the value is N or R, leave this field blank.  To remove a value, select Edit in the student's record, delete the value from the SpecialEducationPlacement field, then select Update.

**Error Message:**  Value does not conform to NJ DOE codes.
**Resolution:**  Check the "Acceptable Values" section for this field and make sure you are using the correct codes.  To modify a value, select Edit in the student's record, change the information in the SpecialEducationPlacement field to an acceptable value, then select Update.

**Error Message:**  Field must be left blank for students with a Special Education Classification Code of 99 (Declassified).
**Resolution:**  For students that have a Declassified Special Education Classification Code (Code 99), leave this field blank.  To remove a value, select Edit in the student's record, delete the value from the SpecialEducationPlacement field, then select Update.

**Error Message:**  Students under age 6 or over age 22 as of the snapshot date cannot have a Special Education Placement of 09-17.
**Resolution:**  Receiving this error means you are using the wrong set of codes, check under the "Acceptable Values" for this field and use the codes for **Ages 3-5.**  To modify a value, select Edit in the student's record, change the information in The SpecialEducationPlacement field to an acceptable value then selects Update.

**Error Message:**  Students age 6 and over as of the snapshot date cannot have a Special Education Placement code of 04-08, 18, or 19.
**Resolution:**  Receiving this error means you are using the wrong set of codes, check under the "Acceptable Values" for this field and use the codes for **Ages 6-21.**  To modify a value, select Edit in the student's record, change the information in the SpecialEducationPlacement field to an acceptable value, then select Update.

**Error Message:**  Field must be filled in when Special Education Classification is filled in.
**Resolution:**  Unless you have a Classification Code of 99 for Declassified, it is mandatory to have a Special Education Placement code along with a Classification Code.  Check the "Acceptable Values "section for this field and find the correct value.  To add a value, select Edit in the student's record, insert the acceptable value in the SpecialEducationPlacement field, then select Update.

# TimeInRegularProgram

**Definition of Data Element**

The number of hours or a portion thereof that the student is attending regular Early Childhood education/Kindergarten classes per week.

**Functional, Policy or Legal Description**

NJ DOE, Division of Finance, Office of Special Education Programs

**Is this Data Element Required?**

Field is mandatory for all students have a SpecialEducationPlacement code of 18 or 19.

**Acceptable Values**

**Type:** Alpha
**Minimum Length:** 1
**Maximum Length:** 4


Whole or half values (e.g. 6 or 6.5)

**Validation Checks**

- An error will occur if SpecialEducationPlacement has a value of 18 or 19 and TimeInRegularProgram is left blank.
- If TimeInRegularProgram has a value, SpecialEducationPlacement must have a value of 18 or 19.

**Additional Notes**

- The hours spent in a regular early childhood education/kindergarten program should be calculated for each child and should not include time spent away from the regular classroom receiving special education services.

**Common Errors**

**Error Message:** Field must be left blank if Special Education Placement has a value other than 18 or 19.
**Resolution:** Check the value in the SpecialEducationPlacement field, if that student has a placement code other than 18 or 19. Leave this field blank. To remove a value, select Edit in the student's record, delete the value from the TimeInRegularProgram field, then select Update.


**Error Message:** Field cannot be left blank if Special Education Placement has a value of 18 or 19.
**Resolution:** Check the value in the SpecialEducationPlacement field, if that student has a placement code of 18 or 19, this field is a mandatory field. To add a value, select Edit in the student's record, insert the acceptable value in the TimeInRegularProgram field, then select Update.

# CounselingServices

**Definition of Data Element**

Indication of whether or not the student receives counseling services *as of October 15th* according to their IEP. Counseling refers to regular counseling (at least monthly) provided by a school psychologist, school social worker, or guidance counselor received by the student, parent or guardian.

**Functional, Policy or Legal Description**

NJ DOE, Division of Finance, Office of Special Education Programs

**Is this Data Element Required?**

Field is mandatory for all students who have a valid IEP as of the snapshot date.

**Acceptable Values**

**Type:** Alpha
**Minimum Length:** 1
**Maximum Length:** 1

Y = Yes, student receives counseling services according to their IEP
N = No, student does not receive counseling services according to their IEP

**Validation Checks**

- CounselingServices must be left NULL, or blank, if ParentalConsentObtained is N or R.
- If value is "Y", there must be a value for each of the following:
    - EligibilityDeterminationDate *OR* ReevaluationDate
    - SpecialEducationClassification
    - SpecialEducationPlacement

**Additional Notes**

- Leave NULL, or blank, if a student is not classified as special education eligible.
- Leave NULL, or blank, if a student has not yet received an eligibility determination.

**Error Message:** Field must have a value of Y or N if not null.

**Resolution:** The only reason to leave this field blank is if a student is not classified as special education eligible or has not yet received eligibility determination. To remove the acceptable value by select Edit the student's record, delete the value from the CounselingServices field, then select Update. If the student is classified as special education eligible or has received eligibility determination, enter the acceptable value by selecting Edit in the student's record, inserting the value in the CounselingServices field, then select Update.

**Error Message:** Field must be left blank if Parental Consent Obtained has a value of N or R.

**Resolution:** Check the value in the ParentalConsentObtained field. If it has a value of N or R, leave this field blank. To remove a value, select Edit in the student's record, delete the value from the CounselingServices field, then select Update.

**Error Message:** When field has a value, either Eligibility Determination Date or Reevaluation Date must also have a value.

**Resolution:** Filling out a value for this field will make either EligibilityDeterminationDate or ReevaluationDate a mandatory field. Check to make sure this student is receiving counseling services. To add a value, select Edit in the student's record, insert the value in the corresponding field, then select Update.

**Error Message:** When field has a value, Special Education Placement must also have a value.

**Resolution:** Inputting a value in this field makes the SpecialEducationPlacement field a Mandatory field for your student. To add the correct value by select Edit in the student's record, insert the value in the SpecialEducationPlacement field, then select Update.

**Definition of Data Element**

Indication of whether or not the student receives occupational therapy services **as of October 15th** according to their IEP. Occupational Therapy services refers to services specified in the student's IEP for: improving, developing or restoring functions impaired or lost through illness, injury or deprivation; improving ability to perform tasks for independent functions when functions are impaired or lost; and preventing, through early intervention, initial or further impairment or loss of function.

**Functional, Policy or Legal Description**

NJ DOE, Division of Finance, Office of Special Education Programs

**Is this Data Element Required?**

Field is mandatory for all students who have a valid IEP as of the snapshot date.

**Acceptable Values**

**Type:** Alpha
**Minimum Length:** 1
**Maximum Length:** 1

Y = Yes, student receives occupational therapy services according to their IEP
N = No, student does not receive occupational therapy services according to their IEP

**Validation Checks**

- OccupationalTherapyServices must be left NULL, or blank, if ParentalConsentObtained is N or R.
- If value is "Y", there must be a value for each of the following:
    - EligibilityDeterminationDate **OR** ReevaluationDate
    - SpecialEducationClassification
    - SpecialEducationPlacement

**Additional Notes**

- Leave NULL, or blank, if a student is not classified as special education eligible.
- Leave NULL, or blank, if a student has not yet received an eligibility determination.

**Error Message:** Field must have a value of Y or N if not null.
**Resolution:** The only reason to leave this field blank is if a student is not classified as special education eligible or has not yet received eligibility determination. To remove the acceptable value select Edit in the student's record, delete the value from the OccupationalTherapyServices field, then select Update. If the student is classified a special education eligible or has received eligibility determination, enter the acceptable value by selecting Edit in the student's record, inserting the value in the CounselingServices field, then selecting Update.

**Error Message:** Field must be left blank if Parental Consent Obtained has a value of N or R.
**Resolution:** Check the Parental Consent Obtained field. If you have a value of N or R, leave this field blank. To remove a value, select Edit in the student's record, delete the value from the OccupationalTherapyServices field, then select Update.

**Error Message:** When field has a value, either Eligibility Determination Date or Reevaluation Date must also have a value.
**Resolution:** If a student is receiving Occupational Therapy Services, then you must have a value in either the EligibilityDeterminationDate field or the ReevaluationDate field. To add a value select Edit in the student's record, fill in the value in the corresponding fields, then select Update.

**Error Message:** When field has a value, Special Education Placement must also have a value.
**Resolution:** Check to make sure the student has an acceptable value in the SpecialEducationPlacement field. To add a value, select Edit on the student's record, insert the acceptable value in the SpecialEducationPlacement field, then select Update.

# PhysicalTherapyServices

| Definition of Data Element |
| --- |

Indication of whether or not the student receives physical therapy services **as of October15th** according to their IEP. Physical Therapy refers to services and treatments as specified in the student's IEP provided by a qualified physical therapist.

| Functional, Policy or Legal Description |
| --- |

NJ DOE, Division of Finance, Office of Special Education Programs

| Is this Data Element Required? |
| --- |

Field is mandatory for all students who have a valid IEP as of the snapshot date.

| Acceptable Values |
| --- |

**Type:** Alpha
**Minimum Length:** 1
**Maximum Length:** 1

Y = Yes, student receives physical therapy services according to their IEP
N = No, student does not receive physical therapy services according to their IEP

| Validation Checks |
| --- |

- PhysicalTherapyServices must be left NULL, or blank, if ParentalConsentObtained is N or R.
- If value is "Y", there must be a value for each of the following:
    - EligibilityDeterminationDate **OR** ReevaluationDate
    - SpecialEducationClassification
    - SpecialEducationPlacement

| Additional Notes |
| --- |

- Leave NULL, or blank, if a student is not classified as special education eligible.
- Leave NULL, or blank, if a student has not yet received an eligibility determination.

**Error Message:**  Field must have a value of Y or N if not null.
**Resolution:**  The only reason to leave this field blank is if a student is not classified as special education eligible or has not yet received eligibility determination.  To remove the acceptable value select Edit in the student's record, delete the value from the PhysicalTherapyServices field, then select Update.  If the student is classified as special education eligible or has received eligibility determination, enter the acceptable value by selecting Edit in the student's record, inserting the value in the PhysicalTherapyServices field, then selecting Update.

**Error Message:**  Field must be left blank if Parental Consent Obtained has a value of N or R.
**Resolution:**  Check the value in the ParentalConsentObtained field.  If you have a value of N or R, leave this field blank.  To remove a value, select Edit in the student's record, delete the value from the PhysicalTherapyServices field, then select Update.

**Error Message:**  When field has a value, either Eligibility Determination Date or Reevaluation Date must also have a value.
**Resolution:**  If a student is receiving physical therapy services, then you must have a value in either the EligibilityDeterminationDate field or the ReevaluationDate field.  To add a value select Edit in the student's record, fill in the value in the corresponding fields, then select Update.

**Error Message:**  When field has a value, Special Education Placement must also have a value.
**Resolution:**  If a student is receiving physical therapy services, then that student must have a code in the SpecialEducationPlacement field.  To add a value, select Edit on the student's record, insert the acceptable value in the SpecialEducationPlacement field, then select Update.

# SpeechLanguageTherapyServices

| **Definition of Data Element** |
| --- |

Indication of whether or not the student receives speech language therapy services *as of October 15th* according to their IEP. Speech Language Therapy refers to services for the habilitation or prevention of communicative disorders as specified in the student's IEP in addition to another special education program.

| **Functional, Policy or Legal Description** |
| --- |

NJ DOE, Division of Finance, Office of Special Education Programs

| **Is this Data Element Required?** |
| --- |

Field is mandatory for all students who have a valid IEP as of the snapshot date.

| **Acceptable Values** |
| --- |

**Type:** Alpha
**Minimum Length:** 1
**Maximum Length:** 1

Y = Yes, student receives speech language services according to their IEP
N = No, student does not receive speech language services according to their IEP

| **Validation Checks** |
| --- |

- SpeechLanguageServices must be left NULL, or blank, if ParentalConsentObtained is N or R.
- If value is "Y", there must be a value for each of the following:
    - EligibilityDeterminationDate **OR** ReevaluationDate
    - SpecialEducationClassification
    - SpecialEducationPlacement

| **Additional Notes** |
| --- |

- Leave NULL, or blank, if a student is not classified as special education eligible.
- Leave NULL, or blank, if a student has not yet received an eligibility determination.

**Error Message:** Field must have a value of Y or N if not null.

**Resolution:** The only reason to leave this field blank is if a student is not classified as special education eligible or has not yet received eligibility determination. To remove the acceptable value select Edit in the student's record, delete the value from the SpeechLanguageTherapyServices field, then select Update. If the student is classified a special education eligible or has received eligibility determination, enter the acceptable value by selecting Edit in the student's record, inserting the value in the SpeechLanguageTherapyServices field, then selecting Update.

**Error Message:** Field must be left blank if Parental Consent Obtained has a value of N or R.

**Resolution:** Check the value in the ParentalConsentObtained field. If you have a value of N or R, leave this field blank. To remove a value, select Edit in the student's record, delete the value from the SpeechLanguageTherapyServices field, then select Update.

**Error Message:** When field has a value, either Eligibility Determination Date or Reevaluation Date must also have a value.

**Resolution:** If a student is receiving speech language therapy services, then you must have a value in either the EligibilityDeterminationDate field or the ReevaluationDate field. To add a value select Edit in the student's record, fill in the value in the corresponding fields, then select Update.

**Error Message:** When field has a value, Special Education Placement must also have a value.

**Resolution:** If a student is receiving speech language therapy services, then that student must have a code in the SpecialEducationPlacement field. To add a value, select Edit on the student's record, insert the acceptable value in the SpecialEducationPlacement field, then select Update.

**Definition of Data Element**

Indication of whether or not the student receives other related services **as of October 15th** according to their IEP.  This category represents other related services which include, but are not limited to, such developmental, corrective, and other supportive services as are required to assist a student with a disability to benefit from special education as specified in the student's IEP.  They include, but are not limited to: audiology services, psychological services, recreation, rehabilitation counseling, orientation and mobility services, medical services for diagnostic or evaluation purposes, school nursing services, and parent counseling or training that is related to the education of the student.  Transportation is NOT included in other related services.

**Functional, Policy or Legal Description**

NJ DOE, Division of Finance, Office of Special Education Programs

**Is this Data Element Required?**

Field is mandatory for all students who have a valid IEP as of the snapshot date.

**Acceptable Values**

**Type:**  Alpha
**Minimum Length:**  1
**Maximum Length:**  1

Y = Yes, student receives other related services according to their IEP
N = No, student does not receive other related services according to their IEP

**Validation Checks**

- OtherRelatedServices must be left NULL, or blank, if ParentalConsentObtained is N or R.
- If value is "Y", there must be a value for each of the following:
    - EligibilityDeterminationDate **OR** ReevaluationDate
    - SpecialEducationClassification
    - SpecialEducationPlacement

**Additional Notes**

- Leave NULL, or blank, if a student is not classified as special education eligible.
- Leave NULL, or blank, if a student has not yet received an eligibility determination.

## Common Errors

**Error Message:**  When field has a value, Special Education Placement must also have a value.
**Resolution:**  If a student is receiving any other related services, then that student must have a code in the SpecialEducationPlacement field.  To add a value, select Edit on the student's record, insert the acceptable value in the SpecialEducationPlacement field, then select Update.